

# Human Resources

## Equal Employment Opportunity/Affirmative Action

### Policy Information

- Issue Date: July 1, 2007
- Revision Date: July 5, 2012
- Primary Contact: Director of Human Resources
- Responsible Member of Directorate: President and Director
- Responsible Office: Human Resources

### Policy Statement

This policy is in accordance with EEO/AA regulations.

### Reason for Policy

To comply with all applicable EEO/AA regulations.

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### Procedures

I. The Woods Hole Oceanographic Institution is subject to Federal and Commonwealth law and will abide by all applicable regulations by not illegally discriminating against any applicant, employee or student on the basis of race, religion, color, creed, sex, gender identity, age, national origin, citizenship status, marital status, sexual orientation, disability, or veteran status. Such actions shall include, but not be limited to, the following: employment, upgrading, promotion, demotion, transfer, leaves or other absences from duty, recruitment, lay-off, rate of pay and all other forms of compensation and benefits; admission, progression or graduation from any academic program; selection for training; other education and professional opportunities; and conflict resolution.

II. It is the policy of the Institution that in the process of recruitment for an appointment to the workforce, qualified and/or qualifiable minority and female candidates, as well as veterans and individuals with disabilities, will be encouraged to apply and full and thorough consideration will be given to each of their candidacies. Careful attention shall be paid in order that any discriminatory practices based upon tradition or custom are avoided and that bona fide occupational requirements are the only basis upon which personnel actions are taken.

III. The Institution will make every effort to assure that all of its employees are fairly and equitably treated in all respects during their employment. All personnel actions will be administered only on the basis of appropriate job-related criteria. The Institution will not discriminate against any employee by requiring an employee to remain at work during any day that the employee observes as a religious holiday provided ten days notice of intent to observe such religious holiday is given and provided the absence will not cause undue hardship for the Institution; and the Institution will not discriminate against any employee or applicant for employment who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment. The Institution complies with the Federal and Commonwealth guidelines concerning sexual harassment in the workplace and is pledged to preventing unwelcome sexual advances, requests for sexual favors, and other printed, verbal or physical action of a sexual nature. Noncompliance with equal opportunity policy by employees is considered reason for disciplinary action, up to and including dismissal.

IV. It is the Institution's policy that equal opportunity efforts include equal economic opportunity. These efforts are reflected in activities designed to utilize to a maximum qualified minority-owned companies and suppliers. Such purchases shall include both professional and non-professional services consistent with the scope of the vendors' activities and affirmative action to do whatever possible to realize equal opportunity within its total sphere of influence by requiring that suppliers and vendors serving the Institution submit

assurances of their commitment to this goal.

V. Tina Betti, Director of Human Resources and EEO Officer/IX Coordinator, is responsible for instituting and responding to all Equal Employment Opportunity/Affirmative Action and discrimination issues and concerns. The Institution's written Affirmative Action Plan is available for all employees to review at her office, Nobska House, extension 2705.

Should you require assistance in the interpretation of this procedure, please contact the Director of Human Resources and EEO Officer/IX Coordinator at [eeo@whoi.edu](mailto:eeo@whoi.edu).

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